Title IX Policy: Sexual Harassment and Student Protection

1. Purpose

P3 Urban Montessori is committed to providing a safe, respectful, nurturing, and developmentally appropriate learning environment for all students. The school prohibits sexual harassment and sex-based discrimination and will respond promptly to concerns involving student safety and inappropriate conduct.

Because Pre-Kindergarten and Kindergarten students are young children, all reports and observations will be addressed with sensitivity to each child's developmental level, communication abilities, and individual needs.

2. Policy Statement

P3 Urban Montessori prohibits sexual harassment, sexual misconduct, and sex-based discrimination in its educational programs and activities. This policy applies to conduct involving students, employees, volunteers, contractors, visitors, and other individuals participating in school activities.

The school will not tolerate inappropriate sexual conduct, sexualized intimidation, unwanted sexual touching, or other behavior that compromises a child's safety, dignity, or access to education.

Age-appropriate behaviors associated with early childhood development will be evaluated individually and distinguished from coercive, harmful, abusive, or sexually harassing conduct.

3. Scope and Applicability

This policy applies to conduct occurring:

- In classrooms, restrooms, playgrounds, hallways, and other school facilities.
- During arrival, dismissal, transportation, and school-sponsored activities.

- During school-related communications and activities occurring outside school property when applicable.
- Between students or involving a student and an employee, volunteer, contractor, or other individual.

4. Examples of Prohibited Conduct

Depending on the circumstances, prohibited conduct may include:

- Unwanted or inappropriate touching of another person's private body areas.
- Attempting to force another child to engage in inappropriate touching.
- Sexually explicit comments, gestures, drawings, or communications directed at another student.
- Repeated sexualized behavior that intimidates, humiliates, or harms another child.
- Coercion, threats, manipulation, or retaliation related to sexual conduct.
- Any sexual misconduct involving an employee or other adult and a student.

Normal, nonsexual affection, accidental contact, and developmentally typical childhood curiosity will not automatically be classified as sexual harassment. Staff must evaluate concerns carefully and respond according to the child's safety, the conduct involved, and applicable law.

5. Reporting Procedures

Any employee who witnesses, receives a report of, or reasonably suspects sexual harassment or sexual misconduct involving a student must promptly report the concern to the school administrator and Title IX Coordinator, consistent with applicable reporting requirements.

Reports may be made by a student, parent or guardian, employee, volunteer, or other individual.

When a child makes a disclosure, staff shall:

1. Listen calmly and take the child's concern seriously.
2. Reassure the child that they did the right thing by telling a trusted adult.
3. Avoid leading questions, repeated questioning, or promises of secrecy.
4. Record the child's words as accurately as possible, along with relevant observations.
5. Immediately notify the designated school administrator and Title IX Coordinator.

6. Follow applicable Oklahoma child-abuse reporting laws when abuse or neglect is suspected.

School staff must not conduct their own forensic interviews or delay required reports while attempting to determine whether an allegation is substantiated.

6. Immediate Safety and Supportive Measures

The school will take appropriate steps to protect students while a concern is reviewed. Depending on the circumstances, measures may include:

- Separating students when necessary to protect their safety.
- Increasing supervision in classrooms, restrooms, playgrounds, or other relevant settings.
- Providing a trusted adult to support the student.
- Adjusting schedules, classroom arrangements, or participation in activities when appropriate.
- Providing parents or guardians with appropriate information and support.
- Contacting emergency services or child-protection authorities when warranted.

Supportive measures should minimize disruption to learning and avoid unnecessarily stigmatizing or punishing a child who reports a concern.

7. Investigation and Response

The Title IX Coordinator and designated school administrator will coordinate an appropriate response under applicable federal law, Oklahoma law, and school procedures.

The response may include:

- Promptly reviewing the report and taking steps to protect students.
- Documenting relevant information and identifying appropriate witnesses.
- Conducting developmentally appropriate, non-leading fact-gathering.
- Providing appropriate notice to parents or guardians, subject to legal and safety considerations.
- Referring suspected abuse or criminal conduct to the appropriate authorities.
- Determining appropriate corrective, educational, protective, or disciplinary action.

The school will use fair, impartial procedures and will not presume that an allegation is either true or false before reviewing the available information. Reports involving employees or other adults will be handled with particular attention to child safety and applicable reporting obligations.

8. Developmentally Appropriate Student Response

When concerns involve Pre-Kindergarten or Kindergarten students, the school will consider developmental maturity, the nature of the conduct, the circumstances, and the impact on the children involved.

Responses may include direct instruction about personal boundaries, consent in age-appropriate terms, safe and unsafe touching, respecting others' space, and identifying trusted adults.

Where appropriate, the school may use family conferences, increased supervision, behavioral support, and other interventions. Serious or harmful conduct may require additional protective measures and disciplinary action consistent with applicable law and school policy.

9. Confidentiality and Records

Information concerning a report will be shared only with individuals who need the information to respond appropriately, protect students, fulfill legal obligations, or carry out the school's procedures.

The school will maintain records of reports, actions taken, supportive measures, referrals, and outcomes in accordance with applicable recordkeeping requirements and student privacy laws.

Confidentiality cannot be guaranteed when disclosure is necessary to protect a child or comply with reporting obligations.

10. Prohibition Against Retaliation

Retaliation against a student, parent, employee, or other individual for reporting a concern, participating in a review, or exercising rights protected by law is prohibited.

Any suspected retaliation must be reported promptly and addressed through appropriate school procedures.

11. Prevention and Staff Training

P3 Urban Montessori will provide appropriate staff guidance and training concerning:

- Recognizing and responding to inappropriate sexual conduct.
- Student supervision and personal-boundary instruction.
- Reporting and documentation procedures.
- Child abuse and neglect reporting obligations.
- Title IX responsibilities and the role of the Title IX Coordinator.
- Developmentally appropriate classroom practices that protect student dignity and safety.

12. Title IX Coordinator

Title IX Coordinator: Rosalyn Robinson

Position: Director of Operations

School Phone: (405) 653-7692

School Email: rosalynr@p3urbanmontessori.com

The Title IX Coordinator is responsible for coordinating the school's response to reports of sex discrimination and sexual harassment, providing information about applicable procedures, and helping ensure that required protections and reporting processes are followed.